



TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS - HD URBAN DESIGN REVIEW CHECKLIST

This checklist is generally based on the Unified Development Ordinance, associated Manuals, other accepted Town of Bluffton plans and policies, and on best design practices. It is not all inclusive of applicable review items, but rather serves as a guide in reviewing development proposals within the Old Town Bluffton Historic District.

Application Information	
Application #:	Reviewer Name:
Date of Application:	Date of Review Completion:
Property Address:	Project Name:
Zoning District:	

Compliance Review Criteria	Comments
GENERAL PLAN INFORMATION.	
1. Compliance with submittal requirements listed on application and checklist?	
2. If non-compliance when was package returned to Applicant?	
3. What additional information is requested/required by Town Staff? When was the information requested?	
4. Was the additional information requested provided by the Applicant? When?	
5. Are the plans sealed by an architect (if required)?	
6. Has the application been previously submitted? When? Result?	
7. Is the existing or proposed structure commercial, mixed-use, single-family residential, multi-family residential, or civic?	
8. What is the existing use?	
9. What is the proposed use?	
10. Is the proposed use permitted within the District?	
11. Is this new construction?	
12. Is there an existing structure on the lot?	
13. If there is an existing structure, is it on the Town's list of Contributing Structures?	
14. If an existing structure is on the Town's list of Contributing Structures, have there been any non-contributing additions, alterations, and/or restorations?	
15. Is the proposed construction an addition, alteration, or restoration?	
16. Is there partial or full removal/demolition anticipated?	
17. If demolition of a contributing structure is involved, have the following documents been prepared by qualified professionals, submitted, and do the documents have complete and accurate findings regarding the ability to preserve, rehabilitate, or restore the structure: <ul style="list-style-type: none"> • Structural engineering report; • Wood destroying pest report; • Study of alternative uses that may allow preservation, rehabilitation, or restoration of the structure; and • Examination of past alterations to determine if degree of alteration prevents rehabilitation or restoration? 	
LOT AND SITE PLAN INFORMATION.	
1. Is the survey dated and sealed and less than 5 years old for lot/ boundary & 2 years old for tree/ topo?	



TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS - HD
URBAN DESIGN REVIEW CHECKLIST

Compliance Review Criteria	Comments
2. What is the lot square footage?	
3. What is the lot type?	
4. Has staff visited the site/lot? When?	
5. Staff findings upon visiting the lot. (use addendum if required)	
6. Is the lot a corner lot? Which streets?	
7. Which street will be the primary frontage?	
8. What is the front setback? Is it within the build-to-zone for the district?	
9. What are the side setbacks? Are they correct for the district?	
10. What is the rear setback? Is it correct for the district?	
11. Is the existing/proposed footprint of the structure(s) indicated on the site plan?	
12. Are there any existing/ proposed accessory structures, outbuildings, garages, and/or carports?	
13. If applicable, do they meet the setbacks for the district?	
14. Does the site plan show the size/canopy/type of trees to remain/ be removed?	
15. Does the site plan show the location of all existing/ proposed utilities?	
16. Does the site plan indicate any existing/ proposed fencing?	
17. If applicable, are fence details included and appropriate?	
18. Does the site plan indicate existing and proposed horizontal construction?	
19. Does the site plan indicate service yard location?	
20. If applicable, are service yard details included and appropriate?	
21. If applicable, are service yards screened from the street?	
22. Does the site plan indicate existing and/or proposed parking?	
GENERAL BUILDING AND ARCHITECTURAL STANDARDS.	
1. What is the proposed building type? Is it an appropriate building type for the District? Is it appropriate for the site and the surrounding properties?	
2. If addition or alteration does the construction meet the District standards?	
3. How many stories? Does the number of stories comply with building type standards?	
4. What is the footprint? Does the building footprint meet the minimum/maximum size requirements for the building type?	
5. What is the total heated square footage? Does the building size meet the District/ building type standards?	
6. What is the height from finish grade? Does the height of the structure meet the requirements for the District?	
7. Does the primary entrance face the frontage street or May River?	
8. Is the principal façade facing the frontage street or May River?	
9. Is the first finished floor height of the new residential structure raised a minimum of 3 ft from the adjacent sidewalk grade?	
10. Are each of the stories above the first story in residential and commercial buildings at least 8ft and a maximum of 12ft from floor to ceiling?	
11. Are all appurtenances less than 50ft above the adjacent grade level?	



TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS - HD URBAN DESIGN REVIEW CHECKLIST

Compliance Review Criteria	Comments
12. Do all buildings (except attached and detached single family houses) have an expression line between the 1 st and 2 nd story?	
13. Do any accessory structures face the frontage street?	
14. Are materials, architecture, and style of accessory structures compatible with the main structure?	
15. Are there any existing non-conformities associated with the building/ property? If so, what are they?	
16. If applicable, are any non-conformities being remedied or enlarged with this application?	
SPECIAL BUILDING ELEMENTS AND APPURTENANCES.	
1. If commercial/ mixed-use/civic, does the primary entrance have at least one arcade, marquee, colonnade, porch or awning? If so, which one?	
2. If commercial/ mixed-use, does the structure have awnings/ marquees? If so, are the design standards met?	
3. If commercial/ mixed-use, does the structure have balconies? If so, are the design standards met?	
4. If commercial/ mixed-use, does the structure have colonnades or arcades? If so, are the design standards met?	
5. Are any cupolas/small footprint towers proposed? If so, are the design standards met?	
6. Are there porches proposed? If so, are the design standards met?	
7. Are there stoops proposed? If so, are the design standards met?	
8. Are dormers proposed? If so, are the following standards met? <ul style="list-style-type: none"> • Is the size and proportion of the overhang and the width and height of the dormer in relationship to the scale of the structure? • Do the windows or vents occupy the majority of the dormer's surface area? • Do the centerlines align with the building elements below the dormer? 	
9. Are chimneys being proposed? If so, do the finish materials meet the standards?	
ARCHITECTURAL ELEMENTS.	
1. Do building walls meet the standards for? <ul style="list-style-type: none"> • Foundation; • Permitted foundation finish materials; • Wall expression line; and • Permitted wall finish materials. 	
2. Are columns and porch posts being proposed? If so, do they meet the standards for: <ul style="list-style-type: none"> • Spacing; • Permitted finish materials; and • Permitted configurations? 	
3. Are arches, lintels, and sills being proposed? If so, do they meet the standards for: <ul style="list-style-type: none"> • Type; and • Permitted finish material. 	



TOWN OF BLUFFTON CERTIFICATE OF APPROPRIATENESS - HD URBAN DESIGN REVIEW CHECKLIST

Compliance Review Criteria	Comments
4. Are piers being proposed? If so, do they meet the standards for: <ul style="list-style-type: none"> • Permitted finish materials; and • Permitted configuration? 	
5. Are railings and balusters proposed? If so, do they meet the standards for: <ul style="list-style-type: none"> • Permitted finish material; and • Permitted configuration? 	
6. Do the windows meet the following standards: <ul style="list-style-type: none"> • Oriented vertically; • Masonry construction header and sill requirements; • Window accessories; • Permitted finish materials; • Permitted configurations; and • Window operations? 	
7. Do the doors meet the following standards: <ul style="list-style-type: none"> • Permitted finish materials; and • Door operations? 	
8. Does the roof meet the following standards: <ul style="list-style-type: none"> • Permitted roof type; • Permitted finish material; and • Permitted configurations? 	
9. Are gutters and downspouts proposed? If so, do they meet the following standards: <ul style="list-style-type: none"> • Permitted finish materials; and • Permitted configuration? 	
10. Do the building facades meet the following opacity standards: <ul style="list-style-type: none"> • Each floor of the building facade facing a park, square or street shall contain transparent windows covering from 20% - 70% of the wall area; and • If applicable, are retail shop front standards met? 	
11. Are shutters proposed? If so, do they meet the following standards: <ul style="list-style-type: none"> • Size; • Hinged and operable; • Type/ Style; • Material; and • Shutter dogs? 	
12. Are corner boards proposed? If so, do they meet the following standards: <ul style="list-style-type: none"> • Extend beyond siding material; • Construction technique/detail; and • If applicable, does the pilaster have cap detail? 	
13. Are water tables proposed? If so, do they meet the following standards: <ul style="list-style-type: none"> • Size; • Location; • Permitted finish materials? 	



**TOWN OF BLUFFTON
CERTIFICATE OF APPROPRIATENESS - HD
URBAN DESIGN REVIEW CHECKLIST**

Compliance Review Criteria	Comments
14. Are skirting and underpinning proposed? If so, do they meet the following standards: <ul style="list-style-type: none">• Material; and• Design?	
15. Does the overhang, cornice, soffit, and frieze meet the following standards: <ul style="list-style-type: none">• Size, Detailing, and Depth;• Finish and Trim; and• Permitted finish materials?	